



ARLINGTON FINANCE COMMITTEE  
MINUTES OF MEETING

3/3/21 7:30 PM

Conducted by Remote Participation - Zoom Meeting

ATTENDEES:

Gibian	p	Padaria		Pokress		Kellar	p	McKenna	p
Blundell	p	Wallach	I	Harmer	p	Tosti	p		
Ellis	p	Foskett	p	Deyst	p	Kocur	p		
White		Beck	p	Jones	p	Deshler	p		
Franclemont		Howard	p	LaCourt	p	Carman	p	Diggins	p

p Indicates present, I indicates late

Visitors: Town Clerk Juli Brazile, Election Modernization Committee members Jim O'Connor, Greg Dennis

1. INTRODUCTION: Foskett read the rules for the meeting as formulated by Town Counsel based on the Governor's authorization. An important rule is that all votes be by role call. Attendance was taken by roll call.

Note: A vote of "unanimous" means "unanimous vote by all present". The Chair votes only when there is a tie.

2. MINUTES of 3/1/21 accepted unanimously.

HEARINGS

3. ART 24 TOWN CLERK STUDY: Brazile requested \$10,000 to fund a study by an outside consultant to study if and why the Town Clerk should be appointed rather than elected and what functions the new position should have including the Clerk's role in elections and responsibility for the Registrar of Voters. The study would cover how other towns with appointed clerk are organized. Brazile stated that job has become more complex and there is a large backlog of analog documentation. She does not need legal or technical software and hardware advice feeling that in house capability is sufficient. She stated that neither DOR nor the Secretary of the Commonwealth will provide the information she needs.

During subsequent discussion members pointed out that this was the procedure followed before changing the Treasurer from an elected to an appointed position. Some members thought the consultant not needed. There was general agreement on the need to modernize in some way and that the relevant facts should be assembled. The positions of the SB & Manager are not known. VOTED affirmative action 14-2 (See Ref 1). LaCourt to draft a vote for review.

4. ART 26 RANKED CHOICE VOTING: Dennis explained that the goal is to encourage more people to run for town wide positions and to ensure that the winner, when there are more than two candidates for a position would be the best choice of the voters. Bulleting would not be needed. Precinct elections would not change – considered too complicated for voters. It might be a possible future upgrade. Our election machinery can handle the tabulating that in some cases would require a second tabulation cycle. Software upgrade cost would be \$500. A two-page ballot might be needed (cost not stated). The committee thinks ranked choice voting may appeal to Arlington voters since they approved the recent statewide proposal although the majority of the statewide voters did not.

Discussion & vote postponed to next week.

5. ART 77 PENSION ADJUSTMENTS: Tosti explained this annual article that authorizes the Retirement Board to maintain retirement income for employees with 25 years of service at 50% of the current salary for the position from which they retired. Last year 46 retirees were affected at a cost of \$16k. This is paid from the pension fund, not the general fund.

VOTED favorable action 15-0-1 (Ref 1)

6. ART 69 COMMITTEES & COMMISSIONS: Tosti reported that the Town has 4 Zoom accounts. They are available to Town departments and committees. Arrange through Juli Wayman in the Town Manager's Office. At least one has the webinar function. ZWA's request for increased budget is no longer needed. The Chair will call for a vote on this article at a future meeting

## BUDGETS

HEALTH & HUMAN SERVICES & DIVERSITY, EQUITY, INCLUSION: Jones provided a spread sheet (Ref 2) showing how the costs for the new division relate to the costs for the same function when handled within the department. The 1<sup>st</sup> column is the budget in FY20 before any diversity function or the health compliance officers. The 2<sup>nd</sup> Column shows the budget in FY21 when the diversity function was added. The 3d column shows the budget for FY22 when the diversity function as been separated out and the health compliance officers added. The health compliance officers remain in the HHS. Their salary is offset by a federal gran of \$122,640. The net increase is \$172,944.

INSPECTION PubSafe SubCom Harmer presented a table (Ref 3) that gives the number of inspections in recent years and the total revenue per year. The director is concerned with the costs related to ART 43 ADUs. This article might need a hearing. Harmer will ask Inspection & Fire for details and let Chapdelaine know. Harmer recommended the budget as printed.

VOTED \$542,614 Unanimous

15. RESERVE FUND BALANCE: \$1,556,724

COMMITTEE:

The meeting adjourned at 10:00 PM.

Peter Howard

3/3/21

Revised 3/8/21

Ref 1 Roll Call Votes

Ref 2 Health & Human Services & Diversity

Ref 3 Inspections & Revenue

[illegible]

Fiscal year	FY 2020	FY 2021	FY 2021	FY 2022		
Manager's budget book year	2020 book	2020 book	2021 book	2021 book	<i>change</i>	
<b>Health &amp; Human Services</b>						
D, E & I Director		72,263				
D, E & I Assistant						
Health Compliance Officer				64,864		
Health Compliance Officer				62,520		
Other salaries	574,570	552,171	526,363	615,373	89,010	16.91%
Total salaries, inc steps, longevity, overtime, auto allowance	574,570	624,434	526,363	742,757	216,394	
Expenses	109,200	153,200	145,200	190,900		
Offsets	0	0	0	-122,640		
<b>Health &amp; Human Services Total</b>	<b>683,770</b>	<b>777,634</b>	<b>671,563</b>	<b>811,017</b>	<b>139,454</b>	<b>20.77%</b>
<b>Diversity, Equity, Inclusion</b>						
D, E & I Director			74,978	77,598		
D, E & I Assistant			23,093	23,963		
Expenses			8,000	38,000	training consulting	
Offsets			0	0		
<b>Diversity, Equity, Inclusion Total</b>	<b>0</b>	<b>0</b>	<b>106,071</b>	<b>139,561</b>		
<b>Total both budgets</b>	<b>683,770</b>	<b>777,634</b>	<b>777,634</b>	<b>950,578</b>	<b>172,944</b>	<b>22.24%</b>

0 HCO officers minus offset  
 10,339 Steps  
 6,484 Longevity  
 26,519 Public Health Nurse .47 to .8 FTE  
 10,201 Inspector Sealer & Weights .11 to .26 FTE  
 19,446 AYHCS coordinator .75 to 1 FTE  
 1,300 Auto allowance  
**74,289** Total salary increases n/I HCO officers  
 477,882 I'm not sure where the rest of the increase is from

Performance / Workload Indicators

Inspectional Services	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Estimated	FY2022 Estimated
Building	2,681	2,645	2,457	2,600	2,750
Plumbing	954	1,104	817	800	900
Gas	708	921	662	800	900
Wiring	1,281	1,233	1,093	1,100	1,100
Revenues	\$ 1,831,800	\$ 1,850,000	\$ 1,734,609	\$ 1,750,000	\$1,900,000